

REGISTRATION READINESS CHECKLIST TO DIRECTIVE 2025-02

Boards of elections must mail registration readiness notices ([Secretary of State Form 255-A-3 – Updated 4/2024](#)) to abandoned registrations identified under this Directive informing them that their registration may be removed if they do not respond to the notice, update their registration or engage in voter activity within the next six months. Before mailing registration readiness notices, boards must submit a “registration readiness file” to the Secretary of State’s office.

To ensure that the records associated with the Registration Readiness Mailing are properly identified, please refer to the checklists below.

I. REGISTRATION READINESS TIMELINE:

Prior to submitting the registration readiness files to the Secretary of State’s office, each board of elections must complete the following steps:

- ☐ Receive from all designated agencies and process all outstanding voter registration transactions by the close of business on **Thursday, January 23, 2025**.
- ☐ Resolve all outstanding duplicate registrations by the close of business on **Wednesday, January 29, 2025**.
- ☐ Each board must pause entering voter registrations between **Friday, January 24, 2025 and Friday, February 7, 2025**.
- ☐ By 12:00pm on **Friday, February 7, 2025** each board of elections must upload the spreadsheet containing the registration readiness records that will receive the registration readiness notice.
- ☐ Boards of elections, by forwardable mail, must mail the registration readiness notices ([Secretary of State Form 255-A-3 – Updated 4/2024](#)) by **Wednesday, March 5, 2025** to each registration that meets the criteria above.

II. REGISTRATION READINESS SPREADSHEET FORMAT:

- ☐ The spreadsheet must be uploaded to the board’s SharePoint folder in a .csv format and contain the following:
 - County Number
 - County Name
 - State Voter ID
 - Cancel Reason (NCOA, Supplemental or Past Due)
 - Registration Date
 - Last Voted Date

- First Name
- Last Name
- Address
- Address 2
- City
- State
- Zip Code
- Voter Status
- Confirmation Notice Mail Date

III. REGISTRATION READINESS RECORDS CRITERIA:

Each record provided in the spreadsheet must meet the following data conditions:

For All Records:

- ☐ The Confirmation Notice must have been mailed no later than September 20, 2021;
- ☐ The record must not contain any voter-initiated activity between the date the confirmation notice was mailed and the date the data is compiled for the mailing of the registration readiness notice. Voter-initiated activity includes voting, submitting a valid absentee ballot application, registering to vote, updating or confirming an address with a board of elections or the BMV, or signing a candidate or issue petition that is verified by a board of elections;¹
- ☐ The record does not appear on the "Automatic Confirmation of Address Safeguard" list on the Board of Elections Portal;

And, if the records are in active-confirmation status as a result of the **2021 NCOA Process:**

- ☐ The records must be contained on the 2021 Out-of-County NCOA list;
- ☐ N/A;

And, if the records are in active-confirmation status as a result of the **2021 Supplemental Process:**

- ☐ The record must not contain any voter-initiated activity between August 6, 2019 and the date the data is compiled for the mailing of the registration readiness notice;
- ☐ N/A;

And, if the records are in active-confirmation status as a result of a **Past Due Cancellation:**

- ☐ The record is in active confirmation status as a result of being on an Out-of-County NCOA list or Supplemental list prior to 2021 or;

¹ See Election Official Manual, [Chapter 4, Section 4.01](#).

- ☐ The record's acknowledgement notice was returned undeliverable; or
- ☐ The record's information in the voter's records did not match BMV/SSA non-address information;²

IV. REGISTRATION READINESS MAILING

- ☐ Board receives an email from the Secretary of State's office authorizing the board to mail registration readiness notices.
- ☐ Boards of elections, by forwardable mail, must mail the registration readiness notice ([Secretary of State Form 255-A-3 – Updated 4/2024](#)), to each registration that meets the criteria above.
 - The "Your Voter Registration Information" box at the top of page two of Form 255-A-3 must be populated with:
 - Date issued;
 - Name; and
 - Address.
 - Boards must include a courtesy reply mail return envelope with each notice.
 - Each board must incorporate the use of the Official Election Mail logo on both outbound and inbound envelopes used with the registration readiness notices.
 - Each board should consult with its Election Mail Coordinator for assistance in preparing for this mailing.
 - Boards must ensure proper quality control is performed to ensure the registration readiness notice ([Secretary of State Form 255-A-3 – Updated 4/2024](#)) and the courtesy reply mail return envelope are properly printed and included in the outbound mailing envelope.
- ☐ Each board utilizing a vendor to print the notices must inform the vendor of the timeframe associated with this mailing to ensure the deadline is achieved.
- ☐ Each board must review and follow the outsourcing required mailings section in [Chapter 2, page 46 of the Election Official Manual](#).
- ☐ If the elector replies to the notice by updating or confirming the elector's address at any time prior to the anticipated cancellation date, the elector's registration must not be canceled.

² See Election Official Manual, [Chapter 4, Section 4.07](#). (The Driver's License Number (DLN) could not be verified; the Last Name (LN) could not be verified; the First Name (FN) could not be verified; the Date of Birth (DOB) could not be verified; the Last Four Digits of Social Security number (SSN4) could not be verified; and/or whether the elector has been identified as deceased.)

V. REIMBURSEMENT INSTRUCTIONS

Counties are eligible for reimbursement of actual costs for printing and mailing registration readiness notices sent pursuant to this Directive.

- ☐ Submit your board's reimbursement request by **Friday, May 23, 2025**, to Ann Boehnlein at ABoehnlein@OhioSoS.gov.
- ☐ A county seeking reimbursement for the registration readiness mailings that were sent as a result of this Directive must include:
 - The registration readiness mailing spreadsheet detailing total costs.
 - A contract or Memorandum of Understanding with a third-party mailing vendor (if applicable).
 - Invoices from each vendor/supplier.
 - If the mailing is completed in-house by the board, please include an itemized list which describes each item and cost and how the costs were determined. Please include any back-up documentation available for proof of these costs.
 - Only actual costs for postage or items used for this mailing will be reimbursed. If, for example, the board purchased 1,000 envelopes, but only 100 were used for this mailing, the board will be reimbursed only for the supplies that were used on a cost-per-unit basis.
 - County-paid vouchers (proof that the payment to the vendor/supplier was made).
 - If the board performed this mailing in-house, related expenses for reimbursement can still be submitted. When submitting the spreadsheet and documentation for reimbursement, in the body of the email please provide a breakdown of the calculation of costs for envelopes, printing, and postage per registrant.

If you have any questions regarding this Directive, please contact the Secretary of State's office at (614) 728-8789 or via email at Intake@OhioSoS.gov.